



City of Newport Oregon  
Financial Specialist I

The City of Newport is seeking a motivated individual for the position of Financial Specialist I. This is a full-time (40 hours per week)/regular/non-exempt position. Salary range 5 - \$2,604 - \$3,428/month.

This position performs a variety of accounting and clerical duties which may include: cash handling, business license administration, utility billing, accounts receivable, and accounts payable. The main duties of this position will be utility billing and backup cash handling. The Finance Department is a fast paced office dealing with the public, therefore the successful applicant should have exemplary customer service skills, be detail-orientated, and able to multi-task. Minimum qualifications include: a high school diploma or GED and one years' experience in a related field. Experience in utility billing and customer service is a plus.

Applicants should send letters of interest, resumes, and completed city application forms to: Bob Gazewood, Interim Finance Director, City of Newport, 169 SW Coast Highway, Newport, Oregon, 97365. All applicants should clearly identify, in the letter of interest, how they meet the minimum education and experience requirements.

City application forms may be downloaded from the city's website at [www.newportoregon.gov](http://www.newportoregon.gov), or picked up at City Hall, 169 SW Coast Highway, Newport, Oregon 97365.

Application deadline is July 11, 2014, 5:00 P.M., PDT. The City of Newport is an EEO employer and veteran's preference provider.